

 **Note**

In the LibreOffice 7.0 version of Calc, there are three notebook bar modes that can be selected through the **View > User Interface** menu – *Tabbed*, *Tabbed Compact*, and *Groupedbar Compact*. However, only the first of these can be modified using the *Notebookbar* tab of the Customize dialog. The arrow at the right of the *Scope* field gives the appearance of a drop-down menu but, in this build, it provides no other options.

Keyboard shortcuts

In addition to using the built-in keyboard shortcuts (listed in Appendix A), you can define your own. You can assign shortcuts to standard LibreOffice functions or your own macros and save them for use with the entire LibreOffice suite or only for Calc.

 **Caution**

Avoid reassigning your operating system's predefined shortcut keys.

 **Note**

Shortcut keys that are grayed out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.

To adapt shortcut keys to your needs, use the Customize dialog, as described below.

- 1) Select **Tools > Customize** on the Menu bar and select the *Keyboard* tab. (Figure 502).
- 2) To have the shortcut key assignment available only with Calc, select **Calc** in the upper right corner of the page; otherwise select **LibreOffice** to make it available to every component.
- 3) Next select the required function from the *Category* and *Function* lists.
- 4) Now select the desired shortcut keys in the *Shortcut Keys* list and click the **Modify** button at the upper right.
- 5) Click **OK** to accept the change. Now the chosen shortcut keys will execute the function chosen in step 3) above whenever they are pressed.

 **Note**

All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. If the *Keys* list is empty, it indicates that the chosen key combination is free for use. If it were not, and you wanted to reassign a shortcut key combination that is already in use, you must first delete the existing key.
